



Rizzetta & Company

# **Riverbend West Community Development District**

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## **Board of Supervisors' Meeting September 12, 2019**

**District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578  
813.533.2950  
[www.riverbendwestcdd.com](http://www.riverbendwestcdd.com)**

**RIVERBEND WEST  
COMMUNITY DEVELOPMENT DISTRICT**

Offices of Rizzetta & Company, 9428 Camden Field Parkway, Riverview, FL 33578

<b>Board of Supervisors</b>	Vance Edwards Kevin Kaspar Joe Collins Michael Evasick Bob Glasser	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Grant Phillips	Rizzetta & Company, Inc.
<b>District Counsel</b>	Kristen Schalter	Straley Robin & Vericker, PA
<b>District Engineer</b>	Phil Chang	Johnson Engineering

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comments portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

September 11, 2019

Board of Supervisors  
Riverbend West Community  
Development District

**REVISED AGENDA**

Dear Board Members:

The special meeting of the Board of Supervisors of the Riverbend West Community Development District will be held on **Thursday, September 12, 2019 at 6:00 PM** at the offices of Rizzetta & Company, Inc. located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the [re-revised agenda](#) for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS**
3. **BUSINESS ITEMS – PART I**
  - A. [Consideration of Resolution 2019-12, Designating Officers ....Tab 1](#)
4. **STAFF REPORTS**
  - A. Aquatic Services Update
    - i. Consideration of Water Testing Proposals .....Tab 2
  - B. District Counsel
  - C. District Engineer
  - D. District Manager
5. **BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors’ Meeting held August 5, 2019 .....Tab 3
  - B. Consideration of Operations & Maintenance Expenditures for August 2019.....Tab 4
6. **BUSINESS ITEMS – PART II**
  - A. Consideration of Insurance Policy Renewal .....Tab 5
  - B. Consideration of Technology Services Contract .....Tab 6
  - C. Consideration of Website ADA Compliance Proposals .....Tab 7
  - D. Acknowledgment of Disclosure Letter .....Tab 8
  - E. Consideration of Resolution 2019-11, Bond Delegation.....Tab 9
    - i. Consideration of Supplemental Trust Indenture .....Tab 10
  - F. Consideration of Ancillary Documents for Series 2019 Bonds
    - i. Agreement to Convey or Dedicate .....Tab 11
    - ii. Declaration of Consent to Jurisdiction .....Tab 12
    - iii. Collateral Assignment .....Tab 13
    - iv. Funding and Completion Agreement.....Tab 14
    - v. Notice of Lien and Disclosure of Public Financing.....Tab 15
    - vi. True-Up Agreement.....Tab 16
    - vii. [Development Acquisition Agreement .....Tab 17](#)

- 7. **SUPERVISOR REQUESTS**
- 8. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact us at (813) 533-2950.

Sincerely,

*Bryan Radcliff*

Bryan Radcliff  
District Manager

Tab 3

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**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**RIVERBEND WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Riverbend West Community Development District was held on **Monday, August 5, 2019 at 6:06 PM** at the offices of Rizzetta & Company, Inc., located at 9428 Camden Field Pkwy, Riverview, FL 33578.

Present and constituting a quorum were:

Vance Edwards	<b>Board Supervisor, Chair</b>
Kevin Kaspar	<b>Board Supervisor, Vice Chair</b>
Michael Evasick	<b>Board Supervisor, Asst. Secretary</b>
Joe Collins	<b>Board Supervisor, Asst. Secretary</b>
Bob Glasser	<b>Board Supervisor, Asst. Secretary</b>

Also present were:

Grant Phillips	<b>District Manager; Rizzetta &amp; Company</b>
Kristen Schalter	<b>District Counsel; SRV</b>
Logan Bell	<b>Aquatic Systems, Inc.</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Phillips called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members present for comments/questions.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Services Update**

Mr. Bell addressed and answered general questions from the Board.

**B. District Counsel**

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47 Ms. Schalter addressed and answered general questions from the Board.  
48 She advised she would send letters to homeowners regarding excess debris.  
49

50 **C. District Engineer**

51  
52 As District Engineer Phil Chang was not present, on his behalf Mr. Phillips  
53 addressed the Board. Discussion ensued. The Board requested that Mr. Chang  
54 take a look at construction and grading of Phase 3, notably slick sidewalks.  
55

56 **D. District Manager**

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58 Mr. Phillips confirmed that the next meeting would be held on Thursday,  
59 September 12, 2019 at 6:00 PM at the offices of Rizzetta & Company, located at  
60 9428 Camden Field Parkway, Riverview, FL 33578 and that a special meeting will  
61 be held on Wednesday, September 25, 2019.  
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63 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of  
Board of Supervisors' Regular  
Meeting Held on July 15, 2019**

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On a Motion by Mr. Edwards, seconded by Mr. Glasser, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on July 15, 2019 for the Riverbend West Community Development District.
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68 **FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of  
Board of Supervisors' Continued  
Meeting Held on July 15, 2019**

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On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board approved the minutes of the Board of Supervisors' continued meeting held on July 23, 2019 for the Riverbend West Community Development District.
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73 **SIXTH ORDER OF BUSINESS**

**Consideration of Operations &  
Maintenance Expenditures for  
June 2019 & July 2019**

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On a Motion by Mr. Kaspar, seconded by Mr. Edwards, with all in favor, the Board ratified the Operations & Maintenance Expenditures for June 2019 (\$11,592.08) and July 2019 (\$28,166.34) for the Riverbend West Community Development District.
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78 **SEVENTH ORDER OF BUSINESS**

**Public Hearing on Adoption of  
Fiscal Year 2019-2020 Budget**

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On a Motion by Mr. Evasick, seconded by Mr. Edwards, with all in favor, the Board opened the public hearing on adoption of the Fiscal Year 2019-2020 final budget for the Riverbend West Community Development District.

81  
82 Mr. Phillips presented the proposed final budget to the Board for consideration. The  
83 Board had questions regarding various charges and discussed shifting budget costs.

84

85 **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution  
2019-08, Adopting Fiscal Year  
2019-2020 Final Budget**

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89 Mr. Phillips presented Resolution 2019-08 to the Board for consideration.

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On a Motion by Mr. Kaspar, seconded by Mr. Evasick, with all in favor, the Board adopted Resolution 2019-08, Adopting Fiscal Year 2019-2020 Final Budget, for the Riverbend West Community Development District.

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92 **NINTH ORDER OF BUSINESS**

**Consideration of Resolution  
2019-09, Imposing Special  
Assessments**

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96 Mr. Phillips presented Resolution 2019-09 to the Board for consideration.

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On a Motion by Mr. Edwards, seconded by Mr. Evasick, with all in favor, the Board adopted Resolution 2019-09, Imposing Special Assessments, for the Riverbend West Community Development District.

98

On a Motion by Mr. Evasick, seconded by Mr. Kaspar, with all in favor, the Board closed the public hearing on adoption of the Fiscal Year 2019-2020 final budget for the Riverbend West Community Development District.

99

100 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution  
2019-10, Adopting the FY 2019-  
2020 Meeting Schedule**

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104 Mr. Phillips presented Resolution 2019-10 to the Board for consideration. The  
105 Board noticed the suggested dates were incorrect and discussed holding meetings on the  
106 third Monday of the month.



107

On a Motion by Mr. Edwards, seconded by Mr. Kaspar, with all in favor, the Board adopted Resolution 2019-10, Adopting the FY 2019-2020 Meeting Schedule, for the Riverbend West Community Development District.

108

109 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Website ADA  
Compliance Proposals**

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112 Mr. Phillips presented three proposals for website ADA compliance to the Board for  
113 consideration. Discussion ensued. The Board chose to table the proposals at this time.

114

115 **TWELFTH ORDER OF BUSINESS**

**Consideration of Technology  
Services Contract**

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117

118 Mr. Phillips presented a proposal for technology services to the Board for  
119 consideration. Discussion ensued. The Board chose to table the proposal at this time.

120

121 **THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

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Mr. Kaspar spoke about pond signage regarding wild animals.

124

On a Motion by Mr. Kaspar, seconded by Mr. Glasser, with all in favor, the Board approved the installation of pond signage regarding wild animals for an amount not to exceed \$3,000.00 for the Riverbend West Community Development District.

125

126

Mr. Collins spoke about debris being left in common areas.

127

128 **FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

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On a Motion by Mr. Kaspar, seconded by Mr. Glasser, with all in favor, the Board adjourned the meeting at 7:49 PM for the Riverbend West Community Development District.

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\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

Tab 4

# RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

## Operation and Maintenance Expenditures August 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2019 through August 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented:           **\$21,946.12**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Riverbend West Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc	000303	0000452694	Lake and Wetland Services - Monthly 08/19	\$ 500.00
Aquatic Systems, Inc	000303	0000452714	Mitigation Services - Monthly 08/19	\$ 112.00
Construction Management Services LLC	000305	041	Vinyl Fence Repair	\$ 2,955.00
Hillsborough County BOCC	000295	1442461492 07/19	222 Cascade Bend Dr. 07/19	\$ 12.97
JBW Designs LLC, dba Poop 911	000302	2763394	5 Stations Emptied, Bags Filled 06/19	\$ 240.93
JBW Designs LLC, dba Poop 911	000302	2817295	5 Stations Emptied, Bags Filled 07/19	\$ 240.93
Johnson Engineering, Inc	000289	6 Project 20181336-000	Engineering Services through 07/07/19	\$ 722.50
Johnson Engineering, Inc	000306	7 Project 20181336-000	Engineering Services through 08/04/19	\$ 1,827.50
Joseph W.L. Collins	000296	JC080519	Board of Supervisors Meeting 08/05/19	\$ 200.00
Kevin Kenneth Kaspar Sr.	000300	KK080519	Board of Supervisors Meeting 08/05/19	\$ 200.00
Landmark Engineering & Surveying Corporation	000290	2140056-25	Professional Services Through 06/06/19	\$ 1,316.25
Michael A Evasick	000298	ME080519	Board of Supervisors Meeting 08/05/19	\$ 200.00
Rizzetta & Company, Inc.	000291	INV0000042281	District Management Services 08/19	\$ 3,000.00
Robert A. Glasser	000299	BG080519	Board of Supervisors Meeting 08/05/19	\$ 200.00

# Riverbend West Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	000292	17314	General Legal Svcs Through 07/15/19	\$ 973.60
Tampa Bay Times	000293	798497 07/12/19	Legal Advertising 07/19	\$ 390.43
Tampa Bay Times	000293	798497 07/19/19	Legal Advertising 07/19	\$ 357.00
Tampa Electric Company	000301	211006939188 07/19	371 Cascade Bend Dr 07/19	\$ 2,122.76
Vance Edwards	000297	VE080519	Board of Supervisors Meeting 08/05/19	\$ 200.00
Williams Mobile Detailing & Pressure Washing	000307	100	Pressure Wash 07/19	\$ 2,000.00
Yellowstone Landscape	000304	SS 45372	Monthly Landscape Maintenance 08/19	<u>\$ 4,174.25</u>
Report Total				<u>\$ 21,946.12</u>